



## *City of Cathedral City Employment Opportunity*

### **POLICE SERVICE ASSISTANT**

**SALARY RANGE**      **\$2292.44 mo. – 2784.62 mo.**

The City offers an excellent benefit package that includes City-paid PERS Contribution; 2%@55, vacation & sick leave, 457 Plan, life and disability insurance coverage; employee health, dental, and vision coverage; uniform allowance and more. Health coverage is on a joint contribution basis for dependents.

**THE POSITION:**

Under general supervision, performs a variety of police-related office and field support duties; performs special assignments not requiring peace officer status; performs related work as assigned. A Police Service Assistant responds to requests for information by phone and in person; marks, cites, and arranges for removal of abandoned vehicles; assists in directing traffic and enforces parking regulations; coordinates preventative vehicle maintenance and inspections; fingerprints, photographs, citizens & prisoners; writes reports; process registrants; data entry; picks up and delivers messages, supplies and equipment; may participate as an observer in patrol activities; provides back-up relief for crossing guards; and assists at special events and details as assigned.

**THE QUALIFICATIONS:**

- Graduation from high school or GED
- One-year experience involving customer service or public contact work
- Must possess a valid class "C" California driver's license
- Must be able and willing to work evenings, weekends, and holiday shifts.

**DESIRABLE QUALIFICATIONS**

- Experience in Law Enforcement

**ENVIRONMENTAL AND PHYSICAL WORKING CONDITIONS:**

Work is performed in an office and field environment in moderate and hot weather. Work involves exposure to noise and traffic hazards, walking and standing for prolonged periods, lifting up to 45 lbs.; must be available to work rotating evening, nights, weekends, and holiday shifts.

**APPLICATION AND SELECTION PROCEDURE**

You must file an official City application. All application materials must be received in the Human Resources Department. Selection process will include: application screening in relation to position criteria, a limited number of the most suitable applicants will be invited to participate in the oral board interview, and a final interview with the Chief of Police. Candidates must be successful on each part of the testing process in order to be placed on the Police Service Assistant Eligibility list.

**FINAL FILING DATE: Thursday, September 28, 2006 by 5:00 p.m.**

You may request an application by visiting our web page at [www.cathedralcity.gov](http://www.cathedralcity.gov) ; by calling our job hotline at (760) 770-0365, or in person at City Hall 1<sup>st</sup> Floor Reception, Cathedral City located at 68-700 Avenida Lalo Guerrero in Cathedral City between 7:00 AM to 5:30 PM, Monday through Thursday.

Selected candidates must pass a pre-employment physical exam, drug screen, and a background investigation.